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24 February 1950

MEMORANDUM FOR: Each Member of COAPS

SUBJECT: NIS Publications

1. Will each of you check up with the Library and Requirements people and/or the Standing Committee Member in your respective agencies to see what action has been taken about getting more realistic estimates on the number of copies needed by the agencies of the complete reference sets of the NIS and also of the extra chapters; i.e., follow up on the memorandum of 9 February 1950 from the Director to State, Army, Navy, and Air Force.

2. As you will recall, the State Department was receiving so many extra chapters which it did not need and which it did not wish to store that it was tearing up a lot of the new material received; and the Navy received so many extra copies they were not even opening the mail sacks so that we could use them for other purposes; and that some or all of the agencies wish OCD to store their extra copies for them. Fun is fun, but we do not wish to spend so much money on printing so many extra copies that no one wants, merely because the original "guess-timate" has not been revised to a more practical and actual estimate based on real needs of the agencies.

3. It takes a long time for these chapters to go through the Government Printing Office, so this flow of extra copies should be stopped just as soon as practicable.

4. The question seems to be whether the Library and Requirements people in the several agencies have really got together with their respective NIS Committee members to produce a realistic list of actual needs. We shall keep the plate so that if there should develop an unforeseen demand for a particular volume or chapter in the future it can be reprinted from the plates.

cc: AD/OCD
AD/ORE
Management

PRESCOTT CHILDS, Chief,
Coordination, Operations,
and Policy Staff

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